

## SOUTH CAROLINA CAREER GUIDANCE EFFECTIVE EXERCISES

TITLE: INTRODUCTIONS ARE IMPORTANT

SUBJECT: Guidance Activity

GRADE LEVEL(S): 6-8

SC Career Guidance Standard/Competency

- Learning to Work: Standard 2. Students will demonstrate decision-making, goal-setting, problem-solving, and communication skills.
- Competency 2.3. Practice effective listening and communication skills.

National Career Development Guidelines Goal/Indicator

- Persona Social Development: GOAL PS2. Develop positive interpersonal skills and respect for diversity.
- Indicator PS2.A3. Demonstrate the ability to use positive social skills (e.g., good manners and showing gratitude).

### Lesson Objectives

1. Students will demonstrate an appropriate way to introduce oneself in a business setting.

### Assessment

1. Students will introduce themselves appropriately in a business role play scenario.

### Preparation

- Prior Learning—N/A
- Handouts/Worksheets—File folder for each student to store worksheets and materials used to prepare for shadowing or mentoring activities
- Resources—N/A
- Time Required—30 minutes

### Procedures

Part One (5 minutes)

- As a kickoff for shadowing or mentoring, explain the importance of good first impressions and introductions. Remind students that they will be in a business setting and that good manners are expected in the workplace.

Part Two (20 minutes)

- Ask students to watch carefully as you introduce yourself to a student in a business role play. EXAMPLE: “Hi, My name is Mary Smith. I am a teacher at XYZ Middle School and I am here today to talk with you about being a job shadow host for one of our students.”
- A proper introduction should include: **a greeting, your name, your title or position and your reason for being there.**

- Be sure the students are able to observe that you: **make eye contact, shake hands firmly, smile, and speak clearly.**
- Ask the students to identify the four things they observed about you during your introduction and the four “topics” you included in your introduction.
- Students should record these **eight items** on the inside of their shadowing (mentoring) folder as a reminder.
- Have small groups of students practice introducing themselves to one another in a business scenario role play.